Schedule #5—Program Executive Summary

IMPORTANT NOTE: All applicants must complete this schedule. For competitive grants, an applicant will be disqualified if this schedule is missing or blank.

The executive summary provides reviewers with an introduction to your application. It should include a brief description of the primary elements of your planned program and should also summarize your responses to all statutory and TEA requirements. Reviewers may use the contents of this schedule in scoring the application.

The first paragraph of your executive summary should provide a brief outline of the program you plan to deliver, as you have described it in your application. The first sentence of this introductory paragraph should describe why you are applying for the grant. In two or three supporting sentences, you should describe how the grant will benefit the population it will serve. In the concluding sentence, you should describe how the goals of the grant relate to the demonstrated goals of your campus or district.

In the body of the executive summary, you should summarize each of the following:

- How you developed your budget
- How the demographics of your campus or district relate to the defined goals and purposes of the grant
- Who designs your needs assessment process, who determines its efficacy, and who determines when and how the process needs to be updated or changed
- The management plan you have developed for the grant program—without naming individuals who will fill certain roles, as that may change, describe how you will ensure that the program receives consistent, high-quality management
- The methods by which you will evaluate the program, including the means you will use to measure progress in defined program areas
- How your application completely and accurately answers all statutory requirements (keeping in mind that the application is not eligible for review and scoring if all statutory requirements are not addressed)
- How your application completely and accurately answers all TEA requirements

In your concluding paragraph, describe your ongoing commitment to the goals of this grant program, and describe how you will ensure that funding from other sources is committed to the program after grant funding terminates.